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**From:** Danforth, Deborah (DPH)  
**Sent:** Tuesday, November 22, 2011 9:22 AM  
**To:** Hanchett, James (DPH)  
**Subject:** RE: Packing Slips

Signing and entering the date is fine

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**From:** Hanchett, James (DPH)  
**Sent:** Tuesday, November 22, 2011 9:07 AM  
**To:** Danforth, Deborah (DPH)  
**Subject:** RE: Packing Slips

I signed and dated Airgas receipt and emailed to Helen Hickey. She wanted date received stamp on it, but we do not have one. If new receipt is not ok I will redo as requested.  
Thanks,

Jim

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**From:** Danforth, Deborah (DPH)  
**Sent:** Tuesday, November 22, 2011 8:55 AM  
**To:** Hanchett, James (DPH)  
**Subject:** RE: Packing Slips

Hi Jim,

This is actually easier to read than the one that was faxed over though you didn't date it.

Debbie

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**From:** Hanchett, James (DPH)  
**Sent:** Tuesday, November 22, 2011 8:40 AM  
**To:** Danforth, Deborah (DPH)  
**Subject:** RE: Packing Slips

Hi Debbie,  
I will try. Our scanner is probably 15 years old, and does not scan very well. Attached is last AirGas receipt. I will send it to slipurchasing also.

Jim

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**From:** Danforth, Deborah (DPH)  
**Sent:** Tuesday, November 22, 2011 7:03 AM  
**To:** Hanchett, James (DPH)  
**Subject:** Packing Slips

Good Morning Jim,

When you are receiving product from a vendor and they give you a packing slip can you please sign and date it on the day you receive it? I know you fax over the packing slips and unfortunately some of them, such as AirGas, are very difficult to read, is it possible for you to scan them in and send them to the following email box: [slipurchasing@state.ma.us](mailto:slipurchasing@state.ma.us).

Thanks Debbie